

West Virginia Department of Transportation

# Division of Motor Vehicles

## Voluntary Surrender Letter



1-800-642-9066 • www.dmv.wv.gov

### Identification Information

NAME

STREET ADDRESS

CITY

STATE

ZIP

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WV LICENSE/ID NUMBER

OUT OF STATE LICENSE/ID NUMBER (IF APPLICABLE)

( ) -

PHONE NUMBER

### Check the appropriate box to indicate the type of card you wish to surrender:

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> <b>Driver's License</b> | <input type="checkbox"/> <b>Driver's Permit</b>            | <input type="checkbox"/> <b>Commercial Driver's License</b>     | <input type="checkbox"/> <b>Identification Card / ID Card</b> |
| <input type="checkbox"/> <b>CLASS E</b>          | <input type="checkbox"/> <b>GDL 2</b> Intermediate License | <input type="checkbox"/> <b>CLASS E</b> Instruction Permit      | <b>LIST ANY ENDORSEMENTS:</b><br>_____                        |
| <input type="checkbox"/> <b>CLASS D</b>          | <input type="checkbox"/> <b>GDL 3</b> Driver's License     | <input type="checkbox"/> <b>CLP</b> Commercial Learner's Permit |   |
| <input type="checkbox"/> <b>CLASS G</b>          | <input type="checkbox"/> <b>GDL 1</b> Instruction Permit   | <input type="checkbox"/> <b>CLASS B</b>                         |   |
|  |  | <input type="checkbox"/> <b>CLASS C</b>                         |   |

**My reason for surrender is:** ☐ Medical: This requires an explanation of the medical condition. \_\_\_\_\_

☐ Other \_\_\_\_\_

### BE ADVISED

- Once you have submitted this surrender form (as of the date below), you will be subject to re-examination, should you choose to reapply for driver's license or CDL. This includes both the knowledge and skills testing and the payment of all fees required to be reissued a Driver's License or CDL.
- If you want to renew your CDL during a time when you are unable to obtain a DOT physical due to a medical condition, you may temporarily downgrade your CDL to a Class E non-commercial driver's license. You will have a three (3) year window in which you can re-apply for a CDL. When you re-apply a new DOT physical is required (valid for more than 30 days), as well as a letter from a medical examiner stating that they are releasing you from the medical condition that prevented you from obtaining a DOT physical and that you now can safely operate a CMV. Once these requirements have been met, you may upgrade your driver's license to a CDL. *If this process takes longer than three (3) years to complete, retesting will be required.*
- Licensees under age 18 fall under the Graduated Driver's License (GDL) requirements and must have parental or legal guardian consent before they can reapply for an instruction permit or driver's license.
- If you surrender your driver's license due to medical reasons, you will be required to obtain a letter from a medical examiner releasing you from the condition that prevented you from obtaining your driver's license. The letter *must* state that you can safely operate a motor vehicle. Once these requirements have been met, and the medical hold is removed from your driver's license, you can proceed with the re-examination process.
- If a licensee obtains a WV identification card (except as a secondary ID) their driving privileges will be canceled and they must retake both the knowledge and skills tests in order to be eligible for a WV driver's license. **An applicant that has obtained an identification card while their driver's license was suspended or revoked will be able to re-submit for a new driver's license, if re-instated within six months of obtaining the identification card.**

(X)

CUSTOMER'S SIGNATURE

DATE

(X)

GUARDIAN'S SIGNATURE (MUST SIGN IF CUSTOMER IS UNDER AGE 18)

DATE

*Submit this form, along with your current driver's license or ID to your local Division of Motor Vehicles or Mail to:*

WV Division of Motor Vehicles  
ATTN: Driver's License Unit  
PO BOX 17010  
Charleston, WV 25317

EMPLOYEE'S NAME

LOCATION

DATE